

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 11:</b> Older Youth Services <b>Section 25:</b> Collaborative Care (CC) Host Homes	
	<b>Effective Date:</b> April 1, 2022	<b>Version:</b> 3

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## POLICY OVERVIEW

A Collaborative Care (CC) Host Home is a placement option for eligible youth in CC and is utilized when an existing positive adult relationship has been identified by the youth or members of the youth's team with the youth's agreement.

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## PROCEDURE

The Indiana Department of Child Services (DCS) will offer a Host Home placement option for eligible youth in CC. A Host Home is not required to be licensed, but the Host Home will be monitored by the Older Youth Case Manager (OYCM).

**Note:** Host Home placements are not appropriate for peer roommates, biological parents, or adoptive parents.

Host Home adults should be at least 21 years of age. However, the OYCM may submit a waiver for potential Host Home adults between 18 and 21 years of age for approval by the Older Youth Initiatives Manager or designee.

The OYCM will:

1. Discuss the expectations of the Host Home placement and reach an agreement in the Child and Family Team (CFT) Meeting prior to the youth's transition. The following topics, which are included in the Foster Home/Host Home Agreement, shall be discussed:
  - a. Physical description of living space,
  - b. Refraining from discriminating against the youth based on race, religion, national origin, gender, disability, or sexual orientation,
  - c. Expectations, roles, responsibilities, and consequences of the youth and the Host Home adult,
  - d. Frequency of services, provider visits, and meetings, and
  - e. Per diem and payments.
2. Facilitate the discussion and signing of the Foster Home/Host Home Agreement between the Host Home adult and the youth;
3. Complete an initial visit to the Host Home residence and complete the Host Home Environment Checklist for Older Youth Placements;

4. Conduct the following background checks on Host Home adults as Collaborative Care Volunteers prior to or within 30 days of placement in the Host Home (see policy 13.05 Conducting Background Checks for Non-Emergency Unlicensed Placements for additional guidance). The background checks will vary based on the age of the subject of the check and the type of check being conducted:

- a. Fingerprint-Based National Criminal History Check (Fingerprint-Based Check),

**Note:** To request an exception, see policy 13.15 Fingerprint-Based Checks.

- b. Child Protection Services (CPS) History Check in every state the subject of the check has lived in the last five (5) years,

**Note:** If the subject lived in any other state in the last five (5) years, contact the Central Office Background Check Unit (COBCU) for guidance on what type of check is needed in that state.

- c. National Sex Offender Registry (NSOR) check in every state the subject of the check has lived in the last five (5) years, and
  - d. Local Criminal Records Check on all persons 18 years of age and older in every criminal court jurisdiction in which the subject of the check has resided during the last five (5) years.

**Note:** Any of the above listed background checks **may** be conducted on any other adults (age 18 or older) living in the Host Home if the OYCM has reason to believe conducting a check is in the best interest of the youth.

5. Complete face-to-face visits with the Host Home adult, at a minimum, every other month. See policy 8.10 Minimum Contact for additional guidance regarding face-to-face contact requirements for the youth placed in the Host Home;
6. Ensure the Host Home adult is providing adequate opportunity for the youth to further develop independent living skills. This includes the Host Home adult completing the Casey Life Skills Assessment (CLSA) as a caregiver and assisting the older youth in developing interdependence in the community and positive social connections;
7. Ensure the youth completes the CLSA; and
8. Evaluate the results of the background check information and determine the appropriateness of the information in relation to the use of the Host Home. See policy 13.06 Evaluating Background Checks for Non-Emergency Unlicensed Placements for additional guidance.

**Note:** The OYCM will share the results with the subject of the checks only.

The OYCM Supervisor will assist the OYCM throughout the process of placing a youth in a Host Home.

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## RELEVANT INFORMATION

### Definitions

#### Host Home

A Host Home setting is one where a youth resides in the home of a family or a single, related, or unrelated adult. The youth shares basic facilities and agrees to expectations as established by both the Host Home and Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services.

#### Host Home Adults

Host Home adults are mentors to youth who practice healthy youth-adult partnerships.

### Forms and Tools

- Casey Life Skills Assessment - available in hard copy
- Foster Home/Host Home Agreement - available in the case management system
- Host Home Environment Checklist for Older Youth Placements - available in hard copy
- [Transition Plan for Successful Adulthood \(SF 55166\)](#)
- [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\) \(English version\)](#)
- [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 56956\) \(Spanish version\)](#)

### Related Policies

- [8.10 Minimum Contact](#)
- [13.05 Conducting Background Checks for Non-Emergency Unlicensed Placements](#)
- [13.06 Evaluating Background Checks for Non-Emergency Unlicensed Placements](#)
- [13.15 Fingerprint-Based Checks](#)

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## LEGAL REFERENCES

- [IC 31-28-5.8-3: "Host home"](#)
- [IC 31-28-5.8-5.5: Conduct criminal history check](#)

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## PRACTICE GUIDANCE- DCS POLICY 11.25

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

### **Host Home Placements**

The Host Home adult will assist in the facilitation of services through cooperative communication with the Older Youth Case Manager (OYCM) as opportunities arise. The services provided in Collaborative Care (CC) should be specific to the needs of the youth. The need for a referral to a CC Service Provider will be determined by the youth along with the guided support of the OYCM, Host Home adult, and assessment tools.

Host Home adults shall provide independent living training that includes, but is not limited to:

1. Providing food and shelter for the youth residing in the home;
2. Displaying positive role modeling behaviors;
3. Budgeting funds, purchasing personal items, and setting up bank savings and/or checking accounts to promote and increase the youth's financial responsibility;
4. Utilizing teachable moments that provide the youth opportunities to engage in healthy risk taking, fostering both positive and negative consequences;
5. Adhering to the expectations of the Foster Home/Host Home Agreement resulting in positive and negative consequences; and
6. Establishing progressive and appropriate expectations based on the needs and age of the youth.

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